



Environment & Public Works Committee Minutes February 8, 2019

Attendance: Darren Stevens, Mike Mehak, Councillor Tim Conlin, Superintendent Kirk McCaw, Administrator Dylinna Brock

Regrets: Rick Fox, Jim Woodward

Guests / Delegations: Roxanne Lambert; Crystal Wannamaker (Recreation Committee)

1. Councillor Tim Conlin, Administrator Dylinna Brock and Superintendent Kirk McCaw welcomed the new Environment & Public Works Committee of Council.
2. Members introduced themselves, and outlined their backgrounds, work experience and interest in volunteering for this committee.
3. Orientation Wollaston Township Committee Structure was presented by Roxanne Lambert with assistance from Administrator Dylinna Brock.
4. Administrator Dylinna Brock reviewed the Township Procedural Bylaw focusing on Conflict of Interest, and the Councillor Code of Conduct. These documents will be used in addition to the Terms of Reference for the Committee to guide processes. Members signed off that they have reviewed and understand the information provided.
5. The members identified supporting documents that would be helpful to them such as the Strategic Plan, and Asset Management Plan and previous budget and Staff will provide copies of these documents for the committee.
6. Election of the Committee Chair position. Motion by Mike Mehak, seconded by Councillor Tim Conlin to appoint Darren Stevens as the Environment & Public Works Committee Chair. All voted in favour.
7. Election of the Committee Vice Chair position. Motion by Darren Stevens, seconded by Councillor Tim Conlin to appoint Mike Mehak as the Environment & Public Works Committee Vice-Chair. All voted in favour.
8. Minute Taker position. Given that there are several members away, the Committee agreed to defer electing the Minute Taker position until the new Members are present. Administrator

Dylinna Brock volunteered to complete the minute taker duties until such time as another committee member is appointed to the position.

9. Review of the DRAFT Environment & Public Works Committee Terms of Reference. Motion by Councillor Tim Conlin, seconded by Mike Mehak to send these Terms of Reference to the Committee of the Whole for their review and approval. Administrator Brock will assist Chair Stevens to draft the Committee Report for Decision template that will accompany the approved Terms of Reference.
10. Date for the Next Meeting will be Monday March 18, 2019 at the Wollaston Council Chambers from 3 – 4 pm.
11. Motion to adjourn, Mike Mehak and seconded by Darren Stevens. Carried.